

## INCL – IV-E Income List

This screen is part of the IV-E financial eligibility determination process. The screen lists dependent care and income information for members of the household that are included in the filing unit and will also display any deemed income that was calculated on the DEEM (IV-E Deeming Worksheet) screen. Only IV-E unit staff will have update access to this screen.

```
CAFSINCL                                IV-E INCOME LIST                12/23/2009   16:00
USER ID : CS4566      ADD                PAGE NO:    1
CAPS ID : 00001005    00    NAME: TRUST, JOE

SHELTER OBLIGATION: Y    NUMBER IN FILING UNIT: 2    TRUST ACCOUNT: YES
IV-E FINANCIAL ELIGIBILITY: PEN    FINANCIAL MONTH: 06/2009    DEPRIVATION: ABP

DEPENDENT CARE AMT:                TYPE:        CAPS ID:
DEPENDENT CARE AMT:                TYPE:        CAPS ID:

TO SELECT, A=ADD, M=MODIFY, D=DELETE
SEL CAPS ID    NAME                TYPE    SRC        AMOUNT    INCL    VER
  00001005    TRUST, JOE                NON    NIF                N        ASC
COMMENTS:
  00123099    NOLTE, COURTNEY                EAR    WGE            750.00    Y        ASC
COMMENTS:
  00123113    AMUNDSEN, MATTHEW                UNE    DEM            137.00    Y        DEM
COMMENTS:
COMMENTS:

TOTAL INCLUDED INCOME:                887.00

SHIFT + F1 TO CALCULATE                PATH: █
```

**Field Descriptions** (F12) indicates code lookup is available.

### *CAPS ID*

This field will display the CAPS ID of the client who was entered on the DETL (IV-E Determination List) screen.

### *NAME*

This field will display the name of the client whose ID is displayed in the CAPS ID field.

### *SHELTER OBLIGATION*

This field will default from the HOUL (IV-E Household List) screen.

### *NUMBER IN FILING UNIT*

This field will default the number of people identified on the HOUL (IV-E Household List) screen as being part of the filing unit.

#### *TRUST ACCOUNT*

This field will display “YES” if the client has a trust account or “NO” if the client does not have a trust account.

#### *IV-E FINANCIAL ELIGIBILITY (F12)*

This field will display the current status of the determination.

#### *FINANCIAL MONTH*

This field will default from the HOUL (IV-E Household List) screen.

#### *DEPRIVATION (F12)*

This field will default from the HOUL (IV-E Household List) screen. *This will change from UNE (un/underemployed) to NON (no deprivation) if the financial eligibility is denied due to the gross monthly income limit being exceeded.*

#### *DEPENDENT CARE AMT (first and second)*

If a household member in the filing unit has dependent care expenses, enter the amount of the expense.

#### *TYPE (F12) (first and second)*

If an amount is entered in the DEPENDENT CARE AMT field, enter the type of expense.

#### *CAPS ID (F12) (first and second)*

Enter the CAPS ID of the household member who is paying the dependent care expense. *This person must have included income on the INCL (IV-E Income List) screen and the amount of the expense cannot exceed the amount of their included income.*

#### *SEL*

Enter “A” to add a person the income list, an “M” to modify income for a listed household member or “D” to delete a household member from the income list.

#### *CAPS ID (F12)*

Enter the CAPS ID of the person you want to add to the income list. *All persons on the HOUL (IV-E Household List) screen listed a part of the filing unit (FIU) will automatically be displayed on this screen. If a person is listed as a deemer, they will automatically be added to this screen once the DEEM (IV-E Deeming Worksheet) screen has been completed.*

#### *NAME*

This field will display the name of the person whose ID is displayed in the CAPS ID field.

#### *TYPE (F12)*

This field will default to “NON” (none). If there is income, enter the type of income.

#### *SRC (F12)*

This field will default to “NIF” (no income found). If there is income, enter the source of the income. *This code table will contain different codes based on if the entered TYPE is “earned” or “unearned”.*

#### *AMOUNT*

If there is income, enter the amount of the income.

#### *INCL*

Enter “Y” (yes) if the income is to be included in the gross monthly income calculation, “N” (no) if the income is not be included in the gross monthly income calculation or “U” (unable to determine) if it is not known if the income should be included or not.

#### *VER (F12)*

If there is income, enter the method for verifying the income.

#### *COMMENTS*

Enter any comments for the information entered on the income list. *This field is optional.*

#### *TOTAL INCLUDED INCOME*

This field will contain the total of all income amounts marked with a “Y” (yes) in the INCL column.

### **Additional Information**

SHIFT + F1 TO CALCULATE will only display if the GMI ELIGIBLE flag is not already set to “Y” (yes) or “N” (no) on the FINS (IV-E Financial Summary) screen. Pressing SHIFT + F1 will calculate the total included income and compare it to the gross monthly income table to determine if the income exceeds gross monthly income limits.

For redeterminations, this screen will only display the client. For modified determinations (initial, redetermination, redetermination of deprivation), the income information will default from the selected determination.

When a determination exceeds the gross monthly income limit (based on the shelter obligation and number of people in the filing unit), the system will automatically place the determination in “denied” status due to GMI being exceeded.

When a determination contains a deprivation code of UNE (un/underemployed) and exceeds the gross monthly income limit (based on the shelter obligation and number of people in the filing unit), the system will automatically place the determination in “denied” status due to no deprivation.